



United States Bankruptcy Court
Western District of Wisconsin

**Case Management/Electronic Case Filing
Readiness Checklist**

Please use the following checklist to track your readiness to begin using the Case Management/Electronic Case Filing system (CM/ECF). Only one form per firm is necessary.

Name: _____

Position: _____

Law Firm: _____

Mailing Address _____ Phone No. _____/_____

1.	My office has a personal computer. Minimum system requirements: <ul style="list-style-type: none">• Pentium processor• 16 MB of RAM (24MB for Windows NT; 32MB if scanning documents)• 40 MB of available hard disk space• Windows 3.1 or above -OR- My office has a Macintosh. Minimum system requirements: <ul style="list-style-type: none">• 68020 processor or Power Macintosh• 16 MB of RAM• 40 MB of available hard disk space• Apple System Software version 7.1.2 or later	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	A PDF-compatible word-processing program, such as WordPerfect or Word, is installed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	I have Internet access. If it is by modem, it operates at 56 kbs or faster. High speed Internet access is recommended, but NOT required (<i>i.e.</i> , cable, DSL, etc.).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	I have an Internet Service Provider, using point-to-point protocol (PPP). America On Line is not endorsed for use with ECF. It is recommended that the provider is capable of a minimum connection speed of 56kps.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	I have Adobe Acrobat software 4.0 or later (Acrobat Reader and Acrobat Writer) to convert documents from word processing format to PDF (Portable Document Format). (Not necessary for EZ Filing or Best Case.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	If I am planning to scan documents, I have a scanner either attached or networked to the computer intended for CM/ECF use.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	I have a PACER login and password.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	What petition preparation software do you use?		

Please contact Terry Payne at (608) 264-5178 Ext: 5730 or Susan Hoffman at (715) 839-2980 Ext: 115, if you have any questions about this checklist.

Please return this checklist along with your registration form to:

U.S. Bankruptcy Court
500 S. Barstow Street, Room 100
P.O. Box 5009
Eau Claire, WI 54702-5009

~OR~

U.S. Bankruptcy Court
120 N. Henry St., Room 340
P.O. Box 548
Madison WI 53701